Shared Leave Donation

Transaction Code: PA30

Purpose Use this procedure to maintain shared leave for both the Donor and the Recipient.

Trigger Perform this procedure when one employee is donating shared leave to another

employee within the same agency.

Prerequisites

• Absence Quota balance exists for the donating employee.

If the donating employee would like to donate their Personal Holiday, it
must be converted into an hourly amount first.

See the procedure Personal Holiday Convert into Hours.

• Both employee's have eligibility established.

• See the procedure Shared Leave Establish Eligibility procedure.

End User Roles Payroll Processor, Leave Corrections Processor

Change History	Change Description	
8/26/2006	Updates	
4/28/2009	Screen shots updated to match current system.	
5/6/2009	Steps on running Time Evaluation added (12-19)	

Menu Path Human Resources → Personnel Management → Administration → HR Master Data

→ Maintain

Transaction Code PA30

Helpful Hints	Payroll Processors and Leave Corrections Processors will use the Attendance		
	System Change Report (ZHR_RPTTM084) to verify received, donated and returned		
	quota balances.		



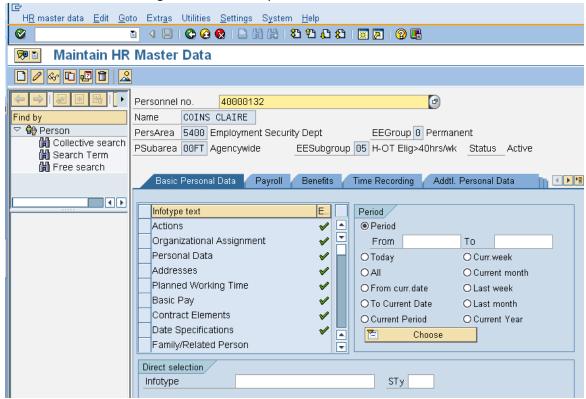
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
	Example: Make an entry in all required fields. Action: Fix the problem(s) and then click (Enter) to validate and proceed.
Warning	Example: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.
Confirmation or	Example: Save your entries. Action: Perform the required action to proceed.



Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.



2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number. Enter the donor's personnel number Example: 40000132

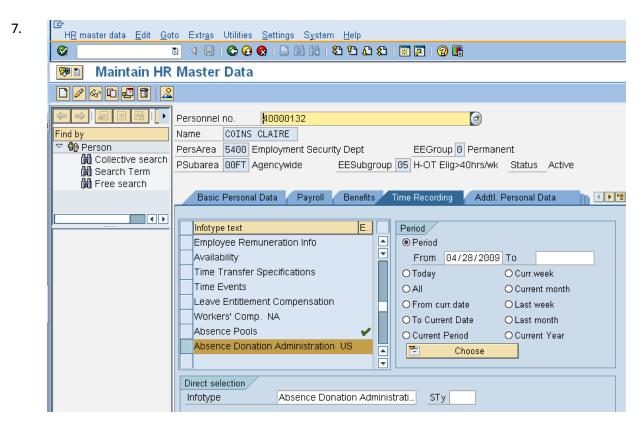
- 3. Click (Enter) to validate the information. Verify you have accessed the correct employee record.
- 4. Click the Time Recording tab to select.



5. Enter the date of the donation.

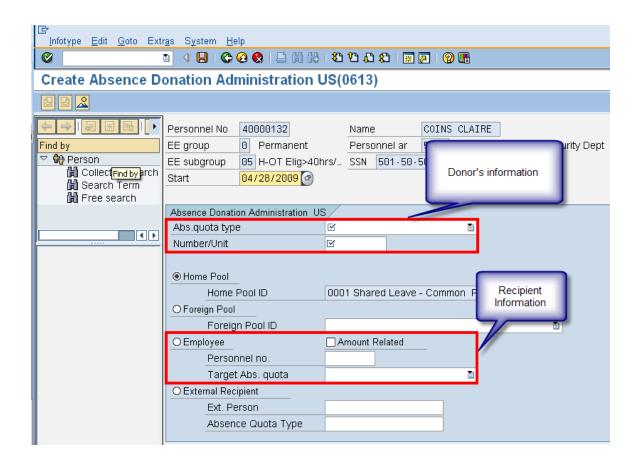
If a date is not entered on this screen, the system will not display the **donor's** current quota balance.

6. Select the blue box to the left of Absence Donation Administration US to select



8. Click (Create) to donate leave to the RECIPIENT of shared leave. Select 0001 Donation/Return from the pop up window



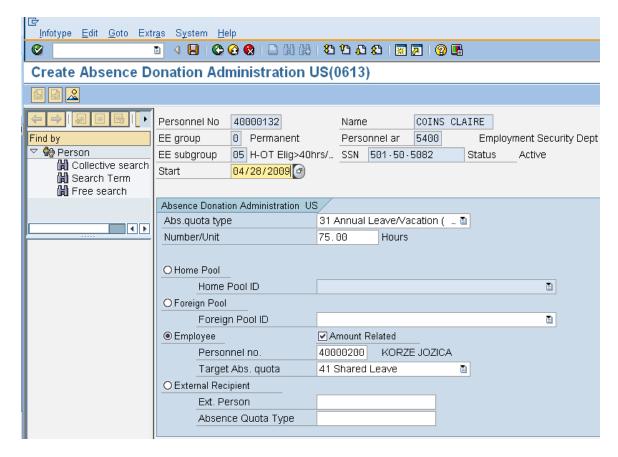


9. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Abs. quota type	R	It is a specific absence quota that is being donated by the Donor . If an employee would like to donate their Personal Holiday, it must be converted into an hourly amount first. See the procedure <i>Personal Holiday Convert into Hours</i> . Example: Annual Leave
Number/Unit	R	Enter the number of hours that are being donated to the recipient. Example: 75
Personnel no.	R	The employee's unique identifying number. Enter the Recipients personnel number



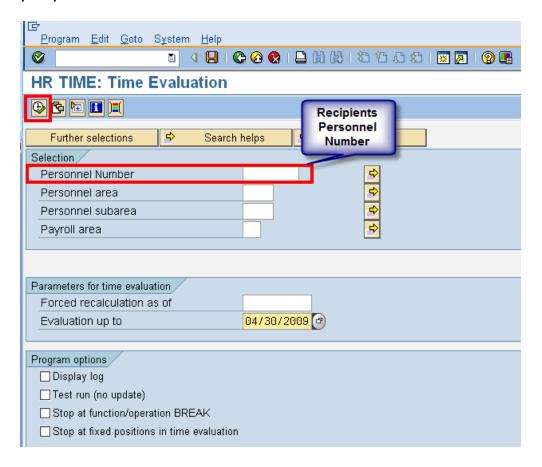
	Example: 40000200
R	Check this box. If the amount related box is not checked, the base rate (salary/hourly amount) will not be considered into the hours calculation of Shared Leave. The system will donate the actual hours entered rather than calculate the base rate of each employee.
R	Check this radio button
R	This is the Absence Quota (Leave Type) that an employee donates to (Shared Leave Quota) or receives back (the quota type that was donated). Always select Shared Leave. Example: Shared Leave
	R





- 10. Click (Enter) to validate the information.
- 11. Click (Save) to save.

To establish the Shared Leave quota balance for the **recipient** run the **Time Evaluation** (**ZT60**)

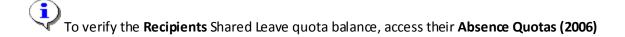


12. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. Enter the recipients personnel number Example: 40000200



13. Click (Execute) to run the **Time Evaluation.** Log Edit Goto View Settings System Help **Display Log Tree** 🖳 🛅 🚰 Row 🚨 Subtree 🔍 🗒 造 🕼 🔥 🚹 Log: Time Evaluation -⊞ General data Successful personnel numbers -Personnel numbers with errors Personnel numbers ended early -Personnel Numbers Rejected Messages Statistics Selected personnel numbers Successful runs for -including with errors -Processing not completed for 0 0 -Rejected

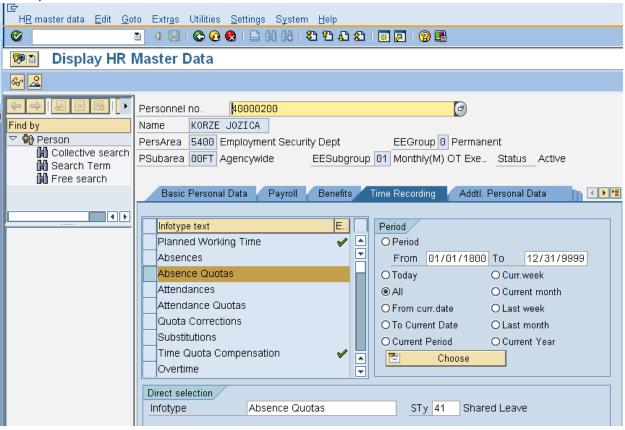


-Total number of messages and error messages



0

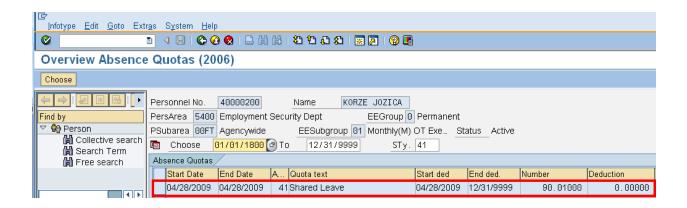
14. Enter / NPA20 into the command field:



R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. Enter the recipients personnel number
		Example: 40000200

- 15. Click the Time Recording tab to select.
- 16. Select the blue box to the left of Absence Quotas to select.
- 17. Select the All to view all records created.
- 18. Enter quota type STy 41 Shared Leave to narrow the search results.
- 19. Click (overview) to display all records.





Our donor donated 75 hours of annual leave to our recipient, yet the recipient has a total of 90.0100 hours listed in the number column. This indicates that the donor base rate is greater than the recipients. HRMS converts hours based on each employees' base rate.

If the **Amount Related** box is left unchecked on the *Absence Donation Administration* (0613) the system will donate the actual hours entered rather than calculate the base rate of each employee.

20. You have completed this transaction.

Results

You have donated shared leave from one employee to another within the same agency.

